

DIRECTOR OF HUMAN RESOURCES

DEFINITION:

Under the administrative direction of the City Manager, the Director of Human Resources is responsible for recruitment, screening, selection, position classification, salary administration, benefits administration, organizational development, training, worker compensation, and employer/employee relations; performs related work as required.

CLASS CHARACTERISTICS:

This is a department director at-will position, with full responsibility for managing the activities of the department through subordinate staff. Successful performance of the work requires the ability to independently implement varied programs in conformance with generally accepted standards and appropriate laws and regulations.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Oversee recruitment and selection methods; reviewing, screening, selecting and participating in the selection process.
2. Maintain classification plan.
3. Interpret and apply laws, policies and rules of the City Human Resources system.
4. Coordinate City labor negotiations system, provides data and research for items under discussion, and may serve as lead City negotiator.
5. Develop and implement organizational development programs.
6. Develop and administer city-wide training program.
7. Administer and monitor City's group benefit programs.
8. Administer compensation program, including conducting salary and benefit surveys, analyze results and make recommendations for change if necessary.
9. Investigate staffing problems and provide guidance for problem solving and disciplinary action.

10. Maintain City personnel file/record keeping system.
11. Advise management and employees regarding grievance procedures and coordinate and monitor the grievance process.
12. Manage, review and make recommendations, in coordination with the City Manager and City Attorney (or specialized outside legal counsel), regarding Human Resources actions and a variety of related legal issues.
13. Represent the City to outside agencies and organizations and individuals; provide technical assistance as necessary.
14. Maintain City performance evaluation system.
15. Provide Human Resources advice and assistance to City staff.
16. Prepare staff reports and City Council presentations as necessary.
17. Oversee special studies/projects relating to the Human Resources function.
18. Prepare and administer the department's annual work plan and budget.
19. Administer workers' compensation program.
20. Select, evaluate and assign work to department personnel and provide for their training and professional development.
21. Attends meetings, visits job locations and conducts and receives training which may be held outside of City offices.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. May serve as acting City Manager in the City Manager's absence.
2. Perform related work as required.

QUALIFICATIONS:

Knowledge of:

1. Principles, practices, and techniques of public administration, City government, public Human Resources administration, including recruitment, selection, compensation, classification, labor relations, organizational development, worker

compensation, benefits administration and Human Resources policies and procedures.

2. Statistical concepts and methods, research organization, problem solving techniques and applicable computer software.
3. Supervision, including selection, training and work evaluation.
4. Budgetary practices and principles.
5. Human Resources law and other applicable law(s) such as Title VII.
6. Principles and practices of leadership, motivation, team building, and conflict resolution.
7. Cultural diversity issues.

Skill in:

1. Providing good customer service to all employees.
2. Human Resources computer operations and word processing applications.
3. Accurate record keeping and organization and maintenance of City personnel file system.
4. Researching, compiling, analyzing and summarizing varied informational materials and preparing periodic or special reports.
5. Excellent comprehension, planning, and communication skills.

Ability to:

1. Develop and maintain effective working relationships with those contacted in the course of the work
2. Handle sensitive Human Resources matters including disciplinary issues, reclassification, employee problems, labor relations issues and grievances.
3. Use initiative and judgment within established guidelines.
4. Organize work, set priorities and follow-up on assignments with minimal supervision.
5. Develop and implement policies and procedures having City-wide application.

6. Analyze problems, define alternate solutions, project consequences of proposed actions, and implement recommendations in support of goals.

JOB REQUIREMENTS:

1. Graduation from a four-year college with a Bachelor's degree in Public Administration, Business Administration, Human Resources Administration or closely related field. A Master's degree in Public Administration is desired, but not required.
2. Substantial professional experience in municipal public administration that has included at least three years of experience managing a local government human resources office and at least two years of supervision of professional and clerical staff and.
3. Customer service orientation and positive public/employee contact skills required.

OTHER QUALIFICATIONS:

1. Possession of a valid California Class C driver's license in conformance with adopted City driving standards.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Automobile
2. Reports, forms, pencils and pens
3. Computer monitor, keyboard and printer
4. Copy machines
5. Fax machines
6. Calculator
7. Telephone
8. T.D.D. device

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Use of fingers/Manual dexterity
6. Speed in using office equipment
7. Lifting up to 10 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 95% of the time
2. Outdoors: varying conditions, grass areas, 5% of the time.
3. Noise level: conducive to office setting
4. Lighting: conducive to office setting
5. Flooring: low level carpeting
6. Ventilation: provided by central air conditioning
7. Dust: normal, indoor levels